



## Legislation Details (With Text)

**File #:** 23-0385      **Version:** 1

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**File created:** 2/28/2023      **In control:** Board of Supervisors

**On agenda:** 3/14/2023      **Final action:** 12/31/2023

**Title:** Director of Housing & Homeless Services requests approval of a Budget Adjustment to purchase two HVAC systems at the Calistoga Farmworker Center using County Service Area No. 4 available fund balance; and separately accepting a donation for household goods (4/5 vote required):

1. Decrease Available Fund Balance \$43,200 (Fund 2810, Org 2810000, Obj 33100);
2. Increase Transfer Out Appropriation \$43,200 (Fund 2810, Org 2810000, Obj 56100) offset by available fund balance;
3. Increase Transfer In Revenue \$43,200 (Fund 5060, Org 5060501, Obj 48200);
4. Establish two capital assets for a total of \$43,200, which includes the purchase of two HVAC units \$29,600 and \$12,600, and \$1,000 Public Works Construction Contract (Fund 5060, Org 5060501, 55400);
5. Increase Maintenance-Building & Improvement Public Works Charge Appropriation by \$1,000 (Fund 5060, Org 5060501, Obj 52510);
6. Increase Donation Revenue \$19,900 (Fund 5060, Org 5060501, 5060502, 5060503, Obj 47500); and
7. Increase Household Expense Appropriations \$19,900 (Fund 5060, Org 5060501, 5060502, 5060503, Obj 53305).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

| Date | Ver. | Action By | Action | Result |
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**TO:** Board of Commissioners

**FROM:** Jennifer Palmer, Director of Housing & Homeless Services

**REPORT BY:** Alex Carrasco, Staff Service Analyst

**SUBJECT:** Housing Authority Budget Adjustment

### RECOMMENDATION

Director of Housing & Homeless Services requests approval of a Budget Adjustment to purchase two HVAC systems at the Calistoga Farmworker Center using County Service Area No. 4 available fund balance; and separately accepting a donation for household goods (4/5 vote required):

1. Decrease Available Fund Balance \$43,200 (Fund 2810, Org 2810000, Obj 33100);
2. Increase Transfer Out Appropriation \$43,200 (Fund 2810, Org 2810000, Obj 56100) offset by available fund balance;
3. Increase Transfer In Revenue \$43,200 (Fund 5060, Org 5060501, Obj 48200);
4. Establish two capital assets for a total of \$43,200, which includes the purchase of two HVAC units \$29,600 and \$12,600, and \$1,000 Public Works Construction Contract (Fund 5060, Org 5060501, 55400);
5. Increase Maintenance-Building & Improvement Public Works Charge Appropriation by \$1,000 (Fund 5060, Org 5060501, Obj 52510);
6. Increase Donation Revenue \$19,900 (Fund 5060, Org 5060501, 5060502, 5060503, Obj 47500); and
7. Increase Household Expense Appropriations \$19,900 (Fund 5060, Org 5060501, 5060502, 5060503, Obj 53305).

### **EXECUTIVE SUMMARY**

Today’s action will establish two capital assets for a total of \$43,200, which includes an increase to Maintenance Public Works Charge by \$1,000, with offsetting revenue from County Service Area No. 4 fund balance for collaboration with Public Works on a small construction contract and the purchase of two HVAC systems: one for the dorm units, and a second for the dining area. It will also increase appropriation in Household Expenses by \$19,900, with offsetting revenue by a donation from Cinco de Mayo Golf, Inc, which includes mattresses, mattress covers, shower curtains and gifts for the lodgers.

### **FISCAL & STRATEGIC PLAN IMPACT**

|   |   |
|---|---|
| Is there a Fiscal Impact?               | Yes   |
| Is it currently budgeted?               | No  |
| Where is it budgeted?                   | Housing Authority Fund 5060, and County Service Area No. 4 Fund 2810        |
| Is it Mandatory or Discretionary?       | Mandatory   |
| Is the general fund affected?           | No  |
| Future fiscal impact:                   | There will be ongoing maintenance of the equipment.                         |
| Consequences if not approved:           | The HVAC replacement is necessary for the health and safety of the lodgers. |
| County Strategic Plan pillar addressed: | Healthy, Safe, and Welcoming Place to Live, Work, and Visit                 |

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

Today's action will establish two capital assets, increase Maintenance Public Works Charge appropriation, and increase Household Expenses with offsetting revenue from County Service Area 4 (CSA No.4) and a donation from the Cinco de Mayo Golf, Inc. organization.

The appropriation for maintenance and establishment of the capital assets is to replace two HVAC systems at the Calistoga Farmworker Center: one in one of two dormitory areas, and a second in the dining area. Both units are 17 years old. Staff have met with an estimator to assess both units, and replacement is recommended due to their age. Staff have obtained three quotes for replacement, all of which will necessitate a small construction contract through the help of Public Works for oversight and management. Purchase of the units is made possible using \$43,200 of CSA No.4 fund balance. CSA No.4 was created in 2002 by the Board of Supervisors as a mechanism for providing certain miscellaneous extended services pertaining to farmworker housing in the County of Napa.

The appropriation for Household Expenses is to accept a donation \$19,900 worth of mattresses, mattress covers, shower curtains and gifts for the lodgers from the Cinco de Mayo Golf, Inc organization. The Cinco de Mayo Golf, Inc. is a local non-profit organization dedicated to raising funds for the needs of Napa County farmworkers through an annual Cinco de Mayo Golf Classic.